

DEPARTMENT OF THE ARMY HEADQUARTERS III CORPS AND FORT HOOD FORT HOOD, TEXAS 76544-5000

COMMAND POLICY

NUMBER

DOIM-00-01

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Federal Communication Assets

1. REFERENCES.

- a. Department of Defense (DOD) 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993 (w/ch2).
- b. Army Regulation 380-19, Information Systems Security, 27 February 1998.
- c. Army Regulation 25-1, Army Information Management, 15 February 2000.
- 2. PURPOSE. To define the Fort Hood Policy concerning the use of Federal Government communication systems and resources.
- 3. APPLICABILITY. This policy applies to soldiers, civilian employees, and contract personnel assigned to or employed by any Fort Hood unit or staff office, or any tenant organization or activity assigned to, attached to, or supported by Fort Hood. This policy is punitive and any violation may be prosecuted under the UCMJ or punished appropriately under civilian personnel regulations.
- 4. POLICY. Federal Government communication assets "shall be for official use and authorized purposes only" (JER 2-301). Federal Government communication assets include Government owned and leased telephones, facsimile machines, computers, typewriters, calculators, libraries, electronic mail (e-mail), and access to the Internet and commercial systems when use is paid for by the Federal Government. Security of our information systems is vital to our mission and it is the responsibility of every user and systems administrator to comply with current Information Assurance (IA) policies and guidance.

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- a. "Official Use" includes communications that are necessary in the interest of the Federal Government as well as emergency communications. Upon approval by a theater commander, official use may be extended to Government employees deployed away from home for an extended period of time on official business.
- b. The Commanding General III Corps and Fort Hood by this policy memo approves use of communications assets for authorized personal purposes from the work place only if they do not interfere with official requirements and can be reasonably made from the work place. Specific examples include but are not limited to:
- (1) Use of assets to briefly check-in with family members.
- (2) Use of assets to schedule medical appointments, arrange auto or home repairs, and make similar appointments.
- (3) Making Internet searches for professional development purposes, as long as primary duties and the mission are accomplished.
- (4) Brief Internet searches for personal reasons, subject to the restrictions listed below.
- (5) E-mailing short messages to relatives, friends, and fellow employees.
- (6) Receipt of e-mail, as long as comparable receipt would be acceptable via telephone and the use is no more disruptive than a telephone call.
- (7) Sending electronic mailings to announce events sponsored by a non-Federal entity (e.g., AUSA Breakfast, Wild West Night, etc.) if they promote unit cohesion, morale and esprit de corps.
 - (8) Making a bank or financial transaction.
- c. Authorized personal use also includes brief communications (including long distance service) from a Federal Government employee in an official travel status made to family or friends, as appropriate, notifying them of schedule changes.
- d. Per reference c. the Commanding General, III Corps has authority to approve the installation and use of government communications assets within the personal quarters of selected key personnel. Due to infrastructure limitations, these assets

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will only be installed in government quarters. Use of these assets is to enhance command and control and is for official business only. Calls to local and long distance telephone numbers are authorized as long as they are for official business. The selected key personnel are required to use commercial communications services procured at their own expense for conducting personal business in quarters (paragraph 4.b. above does not apply). Family members are prohibited from using government communications services, to include having access to official e-mail accounts.

- e. To ensure that such use does not adversely affect the performance of official duties and serves a legitimate public interest (e.g., keeps employees at their desks, enhances professional skills, educates employees on the communication system, or assists in job searches in response to downsizing), this permission is subject to the following:
- (1) Whenever practicable, conduct personal communications before or after work or during lunch or other authorized breaks.
- (2) When personal communications are made during work hours, keep the communications infrequent and short in duration.
- (3) The Federal Government must not incur any long distance charges for personal communications; the employee must use toll-free numbers, reverse the charges, or charge the cost to a personal credit/telephone card.
- f. This policy also applies to the use of government funded cellular phones. In addition to the requirements above, the date, time, and number called must be recorded for each incident of personal use of a cellular phone. The use of cellular phones results in a charge to the Government that must be reimbursed by the user.
- g. Even when the above guidance is followed, Federal communications assets may not be used:
- (1) To solicit business, advertise, or engage in other selling activities in support of a personal business enterprise.
- (2) To offer items for sale or for other personal purposes (e.g., selling an automobile or renting a private residence).
- (3) To conduct fund-raisers or membership campaigns for non-Federal entities, other than those fund-raising activities

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permitted by JER 3-210, (e.g., CFC and AER). Announcing a fund-raising event or membership meeting is permitted.

- (4) In any way which would reflect adversely on the Army or which is incompatible with public service (e.g., sending chain letters, harassing telephone calls or electronic mail, accessing sexually oriented Internet sites, or downloading or transmitting sexually oriented material).
- h. Employees use Federal Government communication assets with the understanding that:
- (1) Use of such assets serves as consent to monitoring of any type of use, including incidental and personal uses, whether authorized or unauthorized;
- (2) Use of such systems is not anonymous. For each use of the Internet, the name and computer address of the employee user may be recorded, as well as the locations searched;
- (3) Most Government communication systems are not secure. Employees shall not transmit classified information over any communication system unless approved security procedures and practices are used (e.g., encryption, secure networks/workstations); and
- (4) Employees shall not disclose communication system access data (such as passwords) to anyone, unless such disclosure is authorized.
- i. Any users violating this policy or other applicable IA regulations and policies will have their installation local area network (ILAN) account and/or telephone access suspended. Any computer system or device found to be in violation of current IA directives and policies will be subject to being disconnected from the ILAN or the administrative telephone network. This is necessary to ensure the security of III Corps and Fort Hood. Service will not be reinstated or reconnected until the fault has been corrected and the Director, DOIM, has received a reinstatement/reconnection request from the first 0-6 in the violator's chain of command. Violations include (but are not limited to):
 - (1) Lack of password protection.
 - (2) Failure to renew passwords.
 - (3) Use of passwords not adhering to current policy.

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- (4) Failure to comply with security directives or policies.
- 5. SUPERSESSION. This Command Policy Memorandum supersedes Command Policy DOIM-99-01, dated 7 July 1999.
- 6. EXPIRATION. This Command Policy Memorandum expires 25 January 2001, unless superseded or rescinded.

//ORIGINAL SIGNED//
LEON J. LAPORTE
Lieutenant General, USA
Commanding

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IAW FH Form 1853: A plus

1 Each III Corps MSC